

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Terrestrial Archeologist  
**Classification Title:** Archeologist III  
**Job Posting Number:** 18-64  
**Salary:** \$4,300.00-\$4,587.00/Monthly  
**Salary Group/Class#:** B22/7310  
**FLSA:** Exempt  
**Opening Date:** 05/02/2018  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40  
**Work Location Address:** 108 West 16<sup>th</sup> Street, Austin, TX 78701

**JOB OBJECTIVE:** Perform advanced archeological, research, and cultural resource management work for the Archeology Division at the Texas Historical Commission (THC). Work involves conducting cultural resources reviews associated with Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas for federal and state undertakings; making additions to and editing Geographic Information Services (GIS) data in the Archeological Sites Atlas; maintaining the online tribal contacts list; conducting and assisting with archeological investigations relating to the agency's state archeological program; assisting with the processing of the resulting collections; and analysis and reporting on the results of these investigations. Work under minimal supervision, with extensive latitude for use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Advise the public about rules/regulations and compliance issues relating to Antiquities Code of Texas and Section 106.
2. Conduct cultural resources management reviews for construction projects that may impact cultural resources.
3. Prepare shapefile entry submissions to the Restricted Texas Archeological Atlas.
4. Assist with the development of Section 106 and Antiquities Code of Texas agreement documents.
5. Assist the Texas Archeological Stewardship Network program, including the planning and execution of the annual training workshop and other related duties.
6. Provide assistance to, and work with, archeological stewards, other avocational archeologists and archeological organizations.
7. Work closely with volunteers to conduct research projects; may provide related training.
8. Assist with the management and coordination of the archeological easements granted to and preserve properties acquired by the agency, including the development of content and updating related information for the agency's website and social media.
9. Make presentations as part of TAM and other agency public outreach efforts.
10. Consult with landowners about archeological resources on their properties by providing information about preservation and management options.
11. Research and update contacts list for federally recognized tribes on the agency's website.
12. Plan and execute archeological research designs.
13. Conduct archeological site evaluations and investigations.
14. May coordinate inter-agency and intra-agency archeological projects.

15. Report on the results of archeological investigations and other agency activities in technical, popular and web-based formats.
16. Work with agency staff to develop and distribute web-based information about archeological preservation.
17. Monitor THC-owned archeological preserves.
18. Monitor archeological projects awarded grants from the Texas Preservation Trust Fund.
19. Nominate significant archeological sites for State Antiquities Landmark designation.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited college or university with a Master's degree or higher in Anthropology, Archeology or closely related field;
- Minimum three years' of increasingly responsible experience in archeological field investigations, laboratory analysis, comprehensive technical report writing and archeological collections management work;
- Experience making public presentations;
- Must meet professional qualifications and be eligible to hold an Antiquities permit issued by the Texas Historical Commission;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Archeological field and research experience in West Texas, Trans-Pecos and borderlands regions.
- Experience with historical archeology, bioarcheology, ceramic analysis, faunal analysis, geoarchaeology, and/or the ability to operate remote sensing (magnetometer and/or ground penetrating radar) equipment and interpret data gathered.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal laws and regulations such as Section 106 of the National Historic Preservation Act and Native American Graves Protection Act;
- Knowledge of state laws and rules such as the Antiquities Code of Texas and Chapter 711 (of the Health & Safety Code of Texas, pertaining to cemeteries);
- Knowledge of archeological field investigations, laboratory analysis, comprehensive technical report writing and Arc-GIS experience;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to Interact with the public, avocational archeologists and owners of archeological sites;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to prepare clear and concise correspondence and reports;
- Ability to recruit and supervise volunteers;
- Ability to analyze and synthesize archeological field results to produce archeological reports and peer-reviewed articles;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;

- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles. Antiquities permit issued by the Texas Historical Commission.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_LibraryandRecords.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYEE**